

## Mid-Atlantic Region Public Safety

Safety Office, Virginia Beach Storefront (N05VB)  
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# Annual Safety Training Plan FY-05

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An F/A-18F Super Hornet assigned to the "Flying Eagles" of VFA-122, conducts a high-speed pass in front of the crowd at the 2004 "In Pursuit of Liberty" Naval Air Station Oceana Air Show.



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## **I. Classes conducted by the Virginia Beach Safety Storefront**

### **A. Driver Improvement Program (DIP) Classes:**

1. OPNAVINST 5100.12 Series, Navy Traffic Safety Program Instruction, requires DIP classes for:

a. Military and DOD civilian personnel driving a Government Owned Motor Vehicle (GMV) at fault in a crash whether on or off government property.

b. Military and DOD civilian personnel driving a GMV or Privately Owned Vehicle (POV) who have been convicted of serious moving traffic violations

- 1) COMNAVREGMIDLANTINST 5560.10 Series Policy for Disposition of Traffic Violations defines minor traffic offenses as having some connection with the operation of a motor vehicle and which are not a Class 1 misdemeanor or felony under the code of the Commonwealth of Virginia.
- 2) As a general rule, alleged offenders will be issued an Armed Forces Traffic Ticket (DD Form 1408) for all minor traffic offenses committed on regional installations.
- 3) The processing of serious offenses which constitute a Class 1 Misdemeanor or a felony under Virginia law shall depend on the age and military affiliation of the alleged offender.
- 4) Alleged offenders who are to be processed through the civilian federal court system shall receive a Federal Violations Notice (DD Form 1805).
- 5) Non-juvenile civilians and service members shall be processed through the United States District Court for the Eastern District of Virginia.
- 6) Personnel processed through the United States District Court for the Eastern District of Virginia, or who receive the equivalent of a six point moving violation from other civil courts, shall be referred to the DIP course.

c. Serious offenders, military or civilian, shall successfully complete the American Automobile Association's Driver Improvement Program (AAA DIP) conducted by a COMNAVSAFECEN-approved instructor or other COMNAVSAFECEN-approved training or loose installation driving privileges.

2. Commands shall enroll personnel described in a. through c. above in one of the below listed DIP classes by calling 433-2692.

3. Classes are conducted at 0730 on the second Tuesday each month or as requested on a case-by-case basis. The following classes are scheduled for FY-05:



<b>Driver Improvement Program (DIP) FY- 05 SCHEDULE</b>	
<b>Date</b>	
OCTOBER 12	(2004)
NOVEMBER 9	
DECEMBER 14	
JANUARY 11	(2005)
FEBRUARY 8	
MARCH 8	
APRIL 12	
MAY 10	
JUNE 14	
JULY 12	
AUGUST 9	
SEPTEMBER 13	
<b>Sign up- 433-2692</b>	

**Driver Improvement Training Note:**

OPNAVINST 5100.12 Series also states the Chief of Naval Education and Training (CNET) requires all military personnel under 26 years of age to attend a minimum of four hours of classroom instruction in traffic safety.

CNET released a Navy Military Training CD ROM with four one-hour Traffic Safety presentations in January 2001 that may be presented by your safety petty officers to meet this requirement. Two video tapes were designed to be shown as a part of the four hour presentation:

ORM Driver's Safety	PIN: 806491	14 Minutes Run Time
Listen to the Voices	PIN: 805576	30 Minutes Run Time

Although the Volunteer version of the AAA DIP course would meet the CNET training requirement for military personnel under 26 years of age, the course conducted by the Safety Office is the AAA DIP Offender version. Please do not enroll personnel in the Safety Office AAA DIP class just to meet the CNET requirement for all drivers under 26.

Additional data regarding DIP and the Navy on-line E-learning course *Driving for Life* is posted on the [www.nasocceana.navy.mil/Safety](http://www.nasocceana.navy.mil/Safety) web site.

**B. Motorcycle Rider Training**

1. Motorcycle Safety Foundation Motorcycle Rider Course/Basic Rider Course) [MSF MRC/BRC]



2. Required by OPNAVINST 5100.12 Series for all active duty military personnel who ride motorcycles, regardless of intent to ride on base, and all military, civil service, dependant, retiree and DOD contractor personnel as a prerequisite for obtaining a base pass for a motorcycle.

3. Classes are held for Active Duty Military and DOD civilian personnel who already hold a valid motorcycle license at Dam Neck Annex the last Monday-Wednesday of each month or as nearly as holiday observances allow. The following classes are scheduled for FY-05:

<b>Motorcycle Training Course FY 05 SCHEDULE</b>	
<b>Month</b>	<b>Dates</b>
OCTOBER (2004)	25-26
NOVEMBER	29-30
DECEMBER	13-14
JANUARY (2005)	24-25
FEBRUARY	28 Feb-1 Mar
MARCH	28-29
APRIL	25-26
MAY	23-24
JUNE	27-28
JULY	25-26
AUGUST	29-30
SEPTEMBER	26-27
<b>Sign Up- 433-2692</b>	

(See the Navy Region, Mid-Atlantic Virginia Beach Safety Storefront Website (<http://www.nasoceana.navy.mil/Safety>) for more details).

4. Additional classes may be scheduled at the request of groups of six or more licensed active duty or DOD Civilian riders.

5. FCTCLANT students and staff should call 492-7076 regarding the availability of weekend Motorcycle Operator classes. Limited billets for personnel from commands other than FCTCLANT may be available.

6. If you have purchased a new motorcycle, have little or no riding experience, and have only a motorcycle operator permit, contact the Virginia DMV sponsored classes conducted locally at Tidewater Community College in Chesapeake 822-5246 or Thomas Nelson Community College in Newport News (825-2937) regarding the availability of the MSF Basic Rider Course.



7. Note that your command must approve your request (Special Request/Authorization Form NAVPERS 1336/3) for a motorcycle rider class billet, which is granted in the order that the approved request is received at the Safety Office. Activities should assign riders the equivalent of TAD orders under instruction to attend this class, since OPNAVINST 5100.12 Series requires course availability at no cost in time or money for active duty and civil service personnel.

**C. Category 3 Non-Cab-Operated Crane Safety Class (Weight Handling Equipment [WHE] Training)**

1. Operators of non-cab operated category 3 cranes must complete the Category 3 Non-Cab-Operated Crane Safety Class in accordance with the NAVFAC P-307 governing instruction prior to initial certification as Navy crane operators. This one-time course completion requirement must be coupled with a supervised lift with the type crane and rigging gear the operator shall be qualified to operate in the work center. This training and supervised lift certification applies to non-cab-operated category III cranes including manually operated chain hoists, electric wire rope hoists, A-Frame monorail hoists, monorail hoists and bridge cranes with a capacity under 20,000 pounds.

2. Classes may be conducted at the request of supervisors at activities with Navy cranes, subject to instructor availability. Call 492-7076 to schedule classes.

**D. General NAVOSH Indoctrination for Supervisory and Non-Supervisory Personnel (NASO Command Indoctrination)**

1. Required by OPNAVINST 5100.23 Series, paragraph 0602.
2. Classes scheduled by Career Counselor's Office for NAS Oceana departments.
3. A complete NAVOSH Orientation Lesson Plan for use by tenant commands who do not attend the NAS Oceana Indoctrination is posted on the Safety Office web site ([www.nasoceana.navy.mil/safety](http://www.nasoceana.navy.mil/safety)) for use by the work center supervisor.

**E. Activity Specific Managerial and Supervisory NAVOSH Indoctrination**

1. Required by OPNAVINST 5100.23 Series, paragraph 0602
2. Conducted as requested by activities when new personnel report aboard, subject to Safety Office staff availability.

**II. Classes to be conducted by the supervisor**

**A. Work Center Specific NAVOSH Indoctrination of Non-Supervisory Personnel**



1. Required by OPNAVINST 510.23 Series, paragraph 0602c. as soon as possible after personnel report aboard

**B. Job or Task Driven NAVOSH Program/Topic Training**

1. Conduct the following classes as required by OPNAVINST 5100.23 Series, Appendices 6A and 6B as applicable:

- Asbestos Hazard Awareness
- Back Injury Prevention
- Blood Borne Pathogens Control Program
- Confined Space Entry
- Energy Control (Lockout/Tagout)
- Ergonomics
- Hazardous Material Control and Management
- Hearing Conservation Program
- Laser Safety Training
- Lead Hazard Awareness
- Man-Made Vitreous Fiber
- Occupational Reproductive Hazards
- Personal Protective Equipment (PPE)
- Respiratory Protection Program
- Sight Conservation Program
- Weight Handling Equipment (WHE)

2. Note that Work Place Hazard Assessments previously conducted for select customer activities by the Virginia Beach Storefront Safety Office contain a summary report of required task driven training, which may also recommend topics such as Cadmium Control or Cold Stress Management.

**C. Monthly Stand-Up Safety Training**

1. Monthly training (as appropriate) for the individual work center covering various topics such as mishap prevention and reporting, workman's compensation for civilian workers, standard work procedures, smoking policy, stress reduction, NAVOSH plans and goals, control of harmful radiation, etc.

2. Standard monthly topic lesson plans are posted on the web site for use by work center supervisors, who may also substitute any applicable topic to meet the general requirement for monthly training.

**D. Lesson Plans/Presentations-** standard Lesson Plans, monthly topics and PowerPoint Presentations are listed in the Table of contents and are available on the Navy Region, Mid-Atlantic, Virginia Beach Safety Storefront Website, [www.nasooceana.navy.mil/safety](http://www.nasooceana.navy.mil/safety), or by calling the Storefront Safety Office at 433-2692.

**E.** For administrative purposes, Supervisory personnel are defined as Work Center Supervisors. Managerial personnel are defined as anyone in the chain of command above the work center supervisor. Managers would include, but are not limited



to: Commanding Officers, Offices in Charge, Leading Chief Petty Officers and Leading Petty Officers not assigned as work center supervisors. All other personnel are considered non-supervisory for NAVOSH training documentation purposes.

F. A listing of current standard NAVOSH lesson plans is included in Appendix A.

### **III. OPNAVINST 5100.23F NAVOSH Training Requirements**

#### **A. NAVOSH Training Documentation**

1. OPNAVINST 5100.23 Series, paragraph 0605 requires the following data be recorded:

a. Individuals:

Name

Organization (Code/Shop/Work Center)

Job Title (Position Description or Rate/Rating)

(note that signature of attendees is no longer required)

b. Course/Training Session:

Course Date(s)

Course Title

Instructor's Name

Description and/or Reference to Lesson Plan

c. Evaluation of training effectiveness is a requirement for each training course. Implement a means to determine the effectiveness of the training that may take the form of end-of-course testing, follow-up testing, feedback systems, etc.

d. For each training session conducted, maintain any of the following materials on file:

(1) Individual Topic Lesson Plans

(2) Records of Training Attendance & completion of Medical Surveillance Physicals

(3) Evaluations of training effectiveness:

End of Class Tests or Quizzes

Follow-up Tests or Quizzes at some later date

End of class Critique form

Follow-up Critique form distributed at some later date

Focus Groups and Self-Assessment records

e. OPNAVINST 5100.23 Series Appendix 6-A-2 states formal training is not required, however, where meetings or informal classroom training are conducted, document training by roster with subject, date, instructor and attendees. Electronic media can be used to document such training (signature not required). The Virginia Beach storefront identifies general safety training recommendations on its website for each month. Activities may substitute alternate topics.



#### **IV. Core NAVOSH Topics** (ref: OPNAVINST 5100.23 Series, Appendix 6A)

##### **A. Initial NAVOSH Orientation**

1. Different topics are required for the NAVOSH Indoctrination of Top Management, Supervisory and Employee Representatives or Non-Supervisory Employees:

###### **a. Top Management**

(1) 4 required topics (Paragraph 0602a. Page 6-1). This is a one-time requirement.

(a) Management responsibilities (See also Form DD 2272):

- Appropriate Standards such as OPNAVINST 5100.23 Series, 5100.12 Series, 29 CFR1910
- Compliance procedures
- Mishap costs and prevention strategies
- Performance standards and evaluation

(b) Review of Navy policy on Navy Occupational Safety and Health (broad understanding of material addressed in NAVOSH Manual)

(c) Initial NAVOSH Orientation to include

- (1) Examination of activity OSH goals and objectives (review local mishap trends and reduction target areas)

(d) Overview of current CNO emphasis programs

###### **b. Supervisory Personnel and Employee Representatives**

(1) OPNAVINST 5100.23 Series, Paragraph 0602b. cites several emphasis areas.

(2) Supervisors are defined as military E-5 and above and any civilian personnel who also give direction to one or more military or civilian personnel. [Paragraph 0602b. (1)]

(3) Supervisory Training must occur within 180 days of appointment.

(4) Annual Supervisory NAVOSH Training is not required

(5) Initial Supervisory Training topics should include:

- (a) Recognition of unsafe and unhealthful working conditions and practices in the workplace
- (b) OSH performance measurement (Mishap/hazard prevention and individual employee/supervisor performance)
- (c) Hazard identification and analysis (ORM)
- (d) Enforcement of NAVOSH standards
- (e) Accident investigation
- (f) Use and maintenance of personal protective equipment [PPE]



(g) Hazardous Material Control and Management  
[HMC&M]

c. **Non-Supervisory Personnel:**

1. Eight NAVOSH Orientation topics are required per OPNAVINST 5100.23 Series, Paragraph 0602c:
  - (a) Command and/or local policy on occupational safety and health (Commanding Officer's Policy Statement)
  - (b) Work unit policy on occupational safety and health
  - (c) Individual responsibility for safety and health (DD 2272 Form cites rights and responsibilities)
  - (d) Employee reporting procedures for hazardous operations/conditions
  - (e) Awareness of hazards common to the individual's worksite, trade, occupation or task
  - (f) Specific hazards of chemicals/materials used in the workplace and activity's HAZCOM plan
  - (g) Occupational health program, e.g., required Medical Surveillance, etc. (how to obtain medical evaluations required and procedures to follow in case of illness or injury)
  - (h) Personal Protective Equipment (PPE) requirements
2. Note that Non-Supervisory topics (a), (c) and (d) may be accomplished at a general indoctrination: Topics (b), (e), (f), (g) and (h) must be taught at the work center level by the supervisor.
3. Note that Chapter 23, paragraph 2306 also emphasizes Ergonomics training for managers, supervisors, professional staff, ergonomic teams and all employees. "Activities shall integrate (ergonomics) training into existing job training whenever possible, including new employee orientation programs"

**B. Hearing Conservation Program**

1. Required per OPNAVINST 5100.23 Series Chapter 18, paragraph 1808
2. Initial and Annual training is required for Supervisory and Non-supervisory personnel enrolled in the Hearing Conservation Program or assigned to work in noise hazardous areas to include:
  - a. The elements of and rationale for a hearing conservation program
  - b. Proper wearing and maintenance of hearing protection devices
  - c. The command program and employee's individual responsibilities
  - d. Off-duty practices which will aid in protecting their hearing
  - e. The individual's responsibility in protecting his or her own hearing
  - f. How hearing loss affects employability, retention, job performance and career progression



### **C. Asbestos Hazards**

1. Personnel who perform housekeeping duties in buildings containing Asbestos Containing Building Materials (ACBM) require awareness training IAW 29 CFR 1910.1001. (A standard Lesson Plan is recommended for use as the general safety topic for November to meet this requirement: Information regarding types and locations of ACBM are filed in separate surveys for each building)

- a. Consult current I.H. Survey for automotive clutch and brake repair work or other industrial exposures to asbestos materials. (I.H. Surveys list tasks and applicable control procedures)

### **D. Respiratory Protection Program**

1. Required per OPNAVINST 5100.23 Series Chapter 15, paragraph 1511 and 29 CFR 1910.134.

2. Initial and Annual training is required for Supervisory and Non-supervisory personnel

- a. The nature and degree of respiratory hazards
- b. Respirator selection based on specific hazards
- c. Why the respirator is necessary and how improper fit, usage or maintenance can compromise the protective effect of the respirator
- d. The limitations and capabilities of the respirator
- e. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- f. How to inspect, put on and remove, use and check respirator seal.
- g. The procedures for maintenance and storage of the respirator
- h. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators
- i. Wearing contact lenses in contaminated atmospheres with respiratory protection is permitted
- j. Know when to change chemical cartridges/Cannisters according to established change out schedule
- k. The general requirements of the respiratory protection standard

### **E. Lead**

1. When applicable in accordance with OPNAVINST 5100.23F, Chapter 21, paragraph 2106, Initial and Annual Lead Awareness Training is required.

2. Note that 29CFR1910.1025 requires lead awareness training for a workplace in which there is a potential exposure to airborne lead at any level. This includes soldering stations, even though exposure is well below Action Level or Permissible Exposure limit (AL/PEL). Awareness training means familiarity with the Lead Standard (29CFR1910.1025).

3. Self help projects need to determine if work involving paint removal or application presents a potential lead exposure.



4. A formal Lead Control Program is required where lead exposures may exceed the PEL. (NASO AIMD Shop 92D is the only work center where exposure to lead may be considered likely to exceed the PEL)

5. Where lead exposure exceeds the PEL, the following topics required by 29CFR1910.25(l) must be addressed in the training portion of the lead control program:

- (a) The specific nature of the operation during which exposure is possible
- (b) The purpose, proper selection, fit testing, use and limitations of respirators
- (c) The adverse health effects of lead with particular attention to the reproductive effects upon both males and females
- (d) The purpose and description of the medical surveillance program, including the use of chelating agents and medical removal protection benefits
- (e) The engineering controls and work practices to be applied and used in the employee's job, including PPE and personal hygiene measures
- (f) The contents of the command's compliance plan and the Lead Standard 29CFR1910.25

#### **F. Man-Made Mineral Fibers**

1. When applicable in accordance with OPNAVINST 5100.23 Series, Chapter 26, paragraph 2606.

2. Initial and Annual Training required for Supervisory and Non Supervisory personnel, when applicable

- a. The health effects/hazards of Man-Made Vitreous Fibers (MMVF)
- b. Uses of MMVF products, which could result in exposure
- c. Engineering controls and work practices
- d. Purpose, proper use and limitations of personal protective equipment and required protective equipment when working with MMVF

#### **G. Confined Space Entry**

1. OPNAVINST 5100.23 Series, Paragraphs 2703c. and 2732 require:

a. Completion of NAVOSHENVTRACEN Course A-493-0030, Confined Space Safety, for the Confined Space Program Manager (CSPM) and Assistant Confined Space Program Manager (ACSPM)

b. Shore installations shall provide all *attendants, entrants and entry supervisors* with training per 29 CFR 1910.146(g):

(1) The employer shall provide training so that all employees whose work is regulated by this section acquire the knowledge, and skills necessary for the safe performance of the duties assigned under this section.

(2) Training shall be provided to each affected employee:

- (a) Before the employee is first assigned the duties;
- (b) Before there is a change in assigned duties;
- (c) Whenever there is a change in permit space operations



that presents a hazard about which an employee has not previously been trained.

(d) Whenever the employer has reason to believe either that there are deviations from the permit space entry procedures or that there are inadequacies in the employee's knowledge or use of the procedures.

(3) The training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary, for compliance with this section.

(4) The employer shall certify that the training required by paragraphs (g)(1) through (g) (3) of this section have been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training.

c. NAVFAC MIDLANT manages the confined Space Program for NAS Oceana.

d. Squadrons manage their own Aviation Confined Space Programs IAW NAVAIR 01-1A-035.

#### **H. Hazardous Material Control & Management (HMC&M)**

1. OPNAVINST 5100.23 Series Chapter 7 and Appendix 6-B and 29 CFR 1910.1200 require:

a. Initial plus On the Job Training (OJT) and an annual refresher conducted by the Supervisor for Non-Supervisory Personnel who work with HM.

(1) OJT must include an appropriate review of chemicals used, such as a review of Material Safety Data Sheets

(2) Stand-up safety meetings can be used for this purpose

b. Initial and Annual Training required for Supervisors and Employee Representatives for personnel occupationally exposed to HM. Training must include Spill Response and emergency procedures.

2. The 29 CFR 1910.1200 HAZCOM Standard requires

a. Written Hazard Communication Plans describing

(1) Labels and other forms of warning

(2) Material Safety Data Sheets

(3) An Inventory of Hazardous Chemicals

(4) Employee Information and Training

3. **Note that the current Hazardous Material Control and Management Training Lesson Plan is the Written HAZCOM Plan for NASO activities.** This lesson plan is revised annually to constitute an annual review of the HAZCOM Plan.

4. Required HAZCOM Information

a. Requirements of the HAZCOM Standard (See para. 2. above)

b. Operations in the work area where hazardous chemicals are present (hazardous chemicals are defined as any chemicals which are a physical hazard or a health hazard) [See most current IH Survey task reviews and/or Safety Office Workplace Hazard Assessment (WHA)]



c. Location and availability of the written HAZCOM Plan, including required lists of chemicals (Navy also requires an Authorized Users Listing [AUL] of materials already evaluated in the Industrial Hygiene Survey and approved for purchase through the supply system), and Material Safety Data Sheets [MSDS].

5. Required HAZCOM Training

a. Methods and observations that may be used to detect the presence or release of a hazardous chemical. (I.H. evaluation and monitoring)

b. The physical and health hazards of the chemicals in the work area. (see specific MSDS)

c. The measures employees can take to protect themselves from these hazards, including specific procedures such as appropriate work practices, emergency procedures and PPE (See I.H. Survey and Safety Office Workplace Hazard Assessment)

d. The details of the written HAZCOM Program, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use appropriate hazard information.

e. Location and availability of the written HAZCOM Plan, including required lists (inventory) of chemicals and MSDS's (The Navy also requires an Authorized Users List [AUL] of HM) approved for use in each work center.

**I. Personal Protective Equipment**

1. OPNAVINST 5100.23 Series Chapter 20, paragraph 2011 requires training to include

a. When PPE is necessary

b. What PPE is necessary

c. How to properly don, doff, adjust and wear PPE

d. The limitations of the PPE

e. The proper care, maintenance, useful life and disposal of the PPE

f. Ability to recognize that defective or damaged PPE shall not be used

**J. Laser Safety Training**

1. Initial and Annual Refresher for Supervisory and Non-Supervisory IAW OPNAVINST 5100.23 Series Chapter 22, paragraph 2212b. and 2212c. when applicable.: Formal classroom training on the potential hazards associated with accidental exposure to laser radiation for:

a. Personnel in areas operating Class IIb, Class IIIa with danger logo or Class IV lasers

1) Emphasize vulnerability of the eyes to being damaged by lasers

2) Conduct Annual refresher training IAW SPAWARINST 5100.12 Series



## **K. Ergonomics Program**

1. OPNAVINST 5100.23 Series Chapter 23, Appendix 23C. lists applicable topics for:
  - a. New employee general orientation
  - b. Personnel with back injury risk factors
  - c. Managers
  - d. Supervisors
  - e. Collateral Duty Safety Personnel
  - f. Facility Engineers, Architects, and Designers

## **L. Back Injury Prevention**

1. Applies to personnel at risk for back injury. Topics outlined OPNAVINST 5100.23 Series Appendix 23-C include:
  - a. Anatomy and physiology of the spine and neck
  - b. Warning signs of back injury
  - c. Biomechanics of lifting and lifting techniques
  - d. Back injury risk factors on and off the job

## **M. Energy Control Program**

1. Also known as Lockout/Tagout
2. OPNAVINST 5100.23 Series Chapter 24 states "ensure that all training complies with 29 CFR 1910.147, is specific to the activity"
3. 29 CFR 1910.147 (c) (7) (i) Training and Communication section states; "The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:
  - (A) Each *authorized employee* shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
  - (B) Each *affected employee* shall be instructed in the purpose and use of the energy control procedure.
  - (C) *All other employees whose work operations are or may be in an area where energy control procedures may be utilized*, shall be instructed about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out."
4. 29CFR1910.147(c)(ii) states, "When tagout systems are used, employees shall also be trained in the following limitations of tags:
  - (A) Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
  - (B) When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.



(C) Tags must be legible and understandable by all authorized employees, affected employees whose work operations are or may be in the area, in order to be effective.

(D) Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

(E) Tags may evoke a false sense of security, and their meaning needs to be understood as a part of the overall energy control program.

(F) Tags must be securely attached to energy isolating devices so that they cannot be inadvertently detached during use.”

5. 29CFR1910.147(c)(iii) outlines Employee retraining.

“(A) Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

(B) Additional retraining shall also be conducted whenever a periodic inspection, or whenever the employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures, are necessary.

(C) The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.”

6. 29CFR1910.147(c) (iv) states “The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training”.

## **N. Weight Handling Equipment**

1. OPNAVINST 5100.23 Series Appendix 6-A requires Supervisory and Non-Supervisory Initial and Annual Refresher Training IAW Chapter 31, when applicable.

2. OPNAVINST 5100.23 Series Paragraph 3103d. states: “Commanders, CO's, and OIC's shall develop and implement WH and rigging programs per SECNAVINST 11260.2 Navy Weight Handling Program for Shore Activities and NAVFAC P-307 Management of Weight Handling Equipment.”

3. NAVFAC P-307 Section 13 discusses WHE Training Requirements.

a. Operators of Non-cab Operated Category III Cranes shall complete the Category 3 Non-Cab Operated Crane Safety Course. (consult Safety Office for training requirements for other types of cranes.)

b. This initial training must be followed by operator assignment to a specific crane by the Work Center Supervisor, after appropriate PQS to qualify to operate that crane. Operators of non-cab operated category 3 cranes shall be given a locally prepared performance test for each type of crane they operate (supervised lift).

c. Annual refresher training for the specific crane should be conducted and documented by the Work Center Supervisor

d. Contact the Safety Office for information regarding availability of the Navy Crane Center Category 3 Crane Safety Class at your activity.



## **IV. Chapter Specific Topics**

### **A. Sight Conservation Program**

1. Requirements include awareness of material in
  - a. OPNAVINST 5100.23F, Chapter 19
  - b. ANSI Z87.1
  - c. 29 CFR 1910.133
  - d. Include topics required by OPNAVINST 5100.23 Series, Chapter 20, Personal Protective Equipment (PPE)

### **B. Non-Ionizing Radiation**

1. Chapter 22, paragraph 2212 Laser and 2221 Radio Frequency

### **C. Occupational Reproductive Hazards**

1. Requirements included in chapter 29, paragraph 2903c.(consult I.H. Survey to determine potential exposure.)
2. All OSH professionals should receive training concerning reproductive hazards. Training should address Navy policy, legal considerations, risk communication, and technical issues (hazard identification, evaluation and control).
3. Activities shall specifically address reproductive hazards in OSH training programs for personnel responsible for or working with reproductive stressors (e.g., management personnel, civilian personnel officers, supervisors, employee representatives, and non-supervisory personnel)
4. Specific reproductive hazards are evaluated in the Industrial Hygiene Survey for your workplace. Typical occupational reproductive hazards encountered at NASO include Lead, Toluene, Carbon monoxide and Mercury,

### **D. Bloodborne Pathogens Program**

1. Chapter 28 paragraph 284 states that facilities must conduct hazard prevention and control procedures IAW 29 CFR 1910.1030. 29 CFR 1910.1030 requires a written exposure control plan which must be reviewed and updated annually, an exposure determination listing all job classifications that have occupational exposure, appropriate engineering and work practice controls, communication of hazards to employees via labels and signs as well as information and training.
2. **The current Bloodborne Pathogens Lesson Plan is the Virginia Beach Storefront Safety Office written Exposure Control Plan.**



3. The information and training requirements are outlined in 29 CFR 1910.1030(g)(2)(vii) and must include at a minimum, the following elements:
  - a. Access to a copy of the bloodborne pathogens standard
  - b. Explanation of the epidemiology and symptoms of bloodborne diseases
  - c. Explanation of the modes of transmission of bloodborne pathogens
  - d. Explanation of the employer's exposure control plan
  - e. Explanation of appropriate methods of recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
  - f. Explanation of the uses and limitations of methods that will prevent or reduce exposure including engineering controls, work practices, and personal protective equipment
  - g. Information on the types, proper use, location, removal, handling and disposal of PPE
  - h. Information on the basis for selection of PPE
  - i. Explanation on the Hepatitis B vaccine
  - j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
  - k. Explanation of the procedures to follow if an exposure incident occurs
  - l. Information on post exposure evaluation procedures
  - m. Explanation of signs and labels
  - n. Opportunity for interactive question and answer period

### **3. Other OSH related Training**

#### **A. First Aid and Cardiopulmonary Resuscitation**

1. Paragraph 0602f.: Activities must review the following categories to identify specific individuals or job positions required to administer first aid and/or CPR: Emergency response teams, fire department personnel, medical providers, safety and I.H. personnel, electrical power plant, power distribution, electrical and electronics personnel, supervisors of above and other jobs posing comparable risk.

#### **B. Cadmium Control Program**

1. Required by 29 CFR 1910.1027 for all personnel “potentially exposed to cadmium”, as noted on their Industrial Hygiene Survey: Training must include Health hazards associated with Cadmium exposure, quantity, location, manner of use, release and storage of Cadmium in the workplace, and nature of operations that could result in exposure to Cadmium, engineering controls and work practices associated with the job assignment, measures employees can take to protect themselves, including modification of such habits as smoking, purpose, proper selection, proper use, limitations of respirators and protective clothing, purpose and description of Medical Surveillance Program, if applicable.



# Appendix A

## Lesson Plans and Training Presentations

(see Virginia Beach Safety Storefront Website  
[www.nasoceana.navy.mil/safety](http://www.nasoceana.navy.mil/safety) )

### Monthly Stand-Up Safety Training

<u>Month</u>	<u>Topic</u>	<u>Review Date</u>	
JAN	Operational Risk Management (ORM)-JAN	30 SEP 04	(note 1)
FEB	Hearing Conservation-FEB	30 SEP 04	(note 1)
MAR	Recreational and Off Duty Safety (RODS)-MAR	30 SEP 04	
APR	Sight Conservation-APR	30 SEP 04	(note 1)
MAY	Traffic Safety –MAY	30 SEP 04	
JUN	Heat Stress –JUN	30 SEP 04	
JUL	Mishap Investigation and Reporting-JUL	30 SEP 04	
AUG	Reporting Unsafe-Unhealthful Working Conditions-AUG	30 SEP 04	
SEP	Back Injury Prevention-SEP	30 SEP 04	(note 1)
OCT	Electrical Safety-OCT	30 SEP 04	
NOV	Asbestos and Lead Hazards Awareness -NOV	30 SEP 04	
DEC	Winter Holiday Safety-DEC	30 SEP 04	

### NAVOSH Training Lesson Plans

<u>Topic</u>	<u>Review Date</u>	
Asbestos Awareness Lesson Plan	30 SEP 04	
Back Injury Prevention Lesson Plan	30 SEP 04	(note 1)
Bloodborne Pathogens Lesson Plan	30 SEP 04	(note 2)
Cold Stress Management	30 SEP 04	
General NAVOSH Indoctrination-Supv and Non-Supv	30 SEP 04	(note 3)
Hazardous Material Control Lesson Plan	30 SEP 04	(note 4)
Hearing Conservation Lesson Plan	30 SEP 04	(note 1)
Lead Awareness Lesson Plan	30 SEP 04	
Lockout/Tagout Lesson Plan	30 SEP 04	
Management NAVOSH Orientation Lesson Plan	30 SEP 04	(note 5)
Non-Supervisory NAVOSH Orientation Lesson Plan	30 SEP 04	(note 6)
Operational Risk Management (ORM)	30 SEP 04	(note 1)
Personal Protective Equipment Lesson Plan	30 SEP 04	
Reproductive Hazards Lesson Plan	30 SEP 04	
Respiratory Protection Lesson Plan	30 SEP 04	
Sight Conservation Lesson Plan	30 SEP 04	(note 1)
Supervisory NAVOSH Orientation Lesson Plan	30 SEP 04	(note 7)
WHE Training Lesson Plan	30 SEP 04	
- WHE Refresher Test/Key	30 SEP 04	(note 8)

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Note 1- This is both Monthly Stand-Up Training and Task Driven Safety Lesson Plan.

Note 2- Lesson Plan constitutes the NASO BBP Exposure Control Plan.

Note 3- Conducted by Safety Office staff

Note 4- Lesson Plan constitutes the NASO HAZCOM Plan.

Note 5- Conducted by Safety Office staff on request, as staffing allows

Note 6- To be conducted by supervisor as personnel report on board.

Note 7- Conducted by Zone Manager as new work center supervisors report or by incumbent supervisor before they are relieved.

Note 8- Supervisor must call Safety Staff to obtain copy.



# NAVOSH Training Presentations

## Topic

Back Injury Prevention  
Bloodborne Pathogens Program  
Confined Space Entry  
Elements of Respiratory Protection  
Ergonomics Program  
Hazardous Material Control Program  
Lockout/Tagout  
Man-Made Vitreous Fibers ( MMVF ) Control  
Mishap Investigation  
Overview of the NAVOSH Programs (Ashore)  
Personal Protective Equipment  
Radiofrequency Radiation (RFR) Hazards  
Sight Conservation Program  
Supervisory Safety Training